

EC 6-779

MEMORANDUM FOR: Act
FROM: Chi
SUBJECT: Jun

1. Pursuant to the request contained in your memorandum of 29 March 1956, there follows a general description of the activities planned for the subject officer during his assignment to []

2. It is understood that these activities may be varied from time to time as necessary to meet the pressure of business within the area.

3. [] duties were discussed with [] of the JOT Program, who advised the writer that operational details need not be included in this memorandum.

4. [] duties will be conditioned by the organization of [] which in the main is based on a functional rather than the usual administrative pattern. The duties will, further, depend upon the type of operations active at any given time. These operations are, however, continually diverse enough to afford sufficient breadth of experience.

5. It is intended to assign [] successively as assistant to the senior case officers handling FI, CI, CP, and PP operations, until he has attained enough practical experience to handle an operation independently. He will be required to undertake all the varied tasks of a Headquarters case officer engaged in direct support of specific operations.

6. These tasks will begin with such basic duties as tracing biographical data and the preparation of the information for dispatch to the field, and extend through full experience in obtaining all the necessary staff approval and support as well as the provision of operational guidance and requirements.

7. Since [] already has had considerable experience in reporting and analysis of intelligence information, only enough emphasis will be placed on those phases of work to acquaint him with DIP practices.

8. Upon conclusion of his present training course in Communist operations, it is not anticipated that [] will need further formal training. If a presently unforeseen demand should arise, [] will be provided specialized training.

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*Return by 22 Apr.
Orig filed to 20 Apr.
to go on to C/Gen-16 Apr*